

CPHR PEI

Key Considerations for Completing Validation of Experience Assessment Form

When completing the Validation of Experience Assessment form, it is important to provide the information demonstrating your experience and to not make assumptions that the reviewers will have an in-depth knowledge of your positions or responsibilities.

When completing the application, use the key considerations below when providing the information relevant to your experience.

General Information

Complete the form in your own words and in the space provided within the form. Do not include attachments, other than the job description(s), resume and payment form as noted, as additional attachments will not be reviewed. Do not include a cover letter.

Keep the description(s) of your role(s) succinct and emphasize not only your tasks and responsibilities but also the impact your work has (had) on your organization.

Provide brief and specific examples of the work that you are responsible for and have completed including the impact it has had on the organization.

Avoid using company or industry specific acronyms or jargon that may be unfamiliar to the review committee.

Avoid repeating the same information in more than one of the written questions as you have a limited amount of space to outline your professional level HR experience.

Part B: Employment History – Professional Experience

Each position must be entered individually.

When answering each of the questions, please use the following guidelines for each section. Do not simply repeat the question with a yes/no answer but use the key considerations as a guideline of the type of information you should articulate in your response.

Current position:

Field to Complete	Key Considerations
Please provide a description of your role.	<ul style="list-style-type: none"> • Provide a summary of the work you perform or have performed. You may use your position/job description as a guide if required however do not copy and paste duties directly from it. Your response should provide a general description that allows those reading it to understand your current job experience.
What level of autonomy and decision-making do you have in your current role?	<ul style="list-style-type: none"> • What decisions can you make on your own (without additional approval required or consulting anyone else)? • To what extent do you plan or direct your own work or the work of others? • Do you manage, create, or develop HR practices or policies? • When describing your level of autonomy, indicate the types of

	decisions that you have been authorized to make without consulting a supervisor and the independence of your actions. Simply qualifying the level of autonomy by saying “high level” does not provide enough detail for the reviewers to determine your level of experience.
Who do you interact with on a daily basis and in what capacity?	<ul style="list-style-type: none"> • Describe the level of the individuals you interact with – both within an outside your organization – and for what purpose. • Describe the influence your role has over other decision-makers or the guidance that you receive in those interactions. • How does this interaction fulfill HR or organizational objectives? • Indicate whether you are giving or receiving direction, providing advice to managers or executives, or responding to inquiries from staff members.
What kind of analysis and interpretation do you do in your current work?	<ul style="list-style-type: none"> • What is it that you are analyzing? • What are some of the key documents you are working with? • Do you make decisions, or influence any decisions, as a result of the analysis or interpretation that you do? • How is the information obtained, are you deriving it or is it provided to you?
What are your accountabilities?	<ul style="list-style-type: none"> • What key deliverables have you completed as part of your role? • What are your inputs and outputs? • Do you develop policies, practices, or have the authority to make current documents or processes more effective/efficient?

Past position(s):

Field to Complete	Key Considerations
Please provide a description of your role.	<ul style="list-style-type: none"> • Provide a summary of the work you perform or have performed. You may use your position/job description as a guide if required however do not copy and paste duties directly from it. • If your HR experience at the professional level includes this position/employer, use the questions in the section for current employer as a guide to complete this section in more detail as it will be required by the reviewers to better understand this relevant past position.

Past positions must be listed individually as outlined on the application form.

Part C: Breadth of Experience and Knowledge

Please read the capabilities carefully, and only select those in which you personally have professional experience.

Example: Professional Practice – “Develops policy and governance requirements to safeguard the confidentiality of HR information ensuring compliance to applicable legislation and regulations” does not mean that you follow policies to ensure information is kept confidential. It means that you actually develop the policy and governance requirements for your organization. If your experience was ensuring working within policy and not actually developing it, you would not put an X in that section.

Part of the application validation and/or audit processes (either during the assessment process or afterwards) may be to obtain information and examples as they relate to the capabilities that you select as having performed.

Part F: Employer Verification

Please note that the form requests employer verification details from your current or most recent employer; however, we reserve the right to request contact information for previous employers as well, if needed to verify the experience provided in the application. If the majority of your HR experience is with a previous employer, we ask that you include a second employer attestation (one for your current employer and one for the previous employer).